

Posted: March 13, 2007

Solicitation of Reviewers with Expertise in California History, Culture and Architecture to Serve as Panel Reviewers With the CCHE Staff

Purpose of Solicitation

The California Cultural and Historical Endowment (CCHE) is interested in working with individuals who are willing to dedicate their expertise and time to serve on a panel to review grant applications and to provide comments and advise the CCHE staff.

The panel will meet in May 2007. Panelists must be able to serve at least one full day (8-4:30pm). Locations will be selected in various regions of the State to conduct the panel review process.

Requirements

Individuals who have experience and expertise working with or who are knowledgeable about a particular period or aspect of California culture, architecture and history, who are available on the day(s) when the panel will meet in May 2007, and who can provide a fair and knowledgeable assessment of the information they will be asked to review.

In addition, each reviewer is responsible for carefully reviewing the list of applications, answering specific questions regarding the reviewer's relationship with the applicants and disclosing any potential conflict of interest with any of the grant applicants.

Commitment of a Panelist

An individual agreeing to serve as a panelist for CCHE will need to:

- *Fill out a form and sign a declaration that she/he does not have a conflict of interest regarding any of the grant applications in this round of funding.

- *Be available during the day(s) and hours indicated for that particular Panel without interruption, and come prepared to discuss the grant applications based on a thorough review of all the materials in advance of the meeting.

- *Be willing to provide positive and constructive comments during the discussion based on written comments and notes prepared prior to the meeting.

Compensation

Individuals selected to serve as a panelist for CCHE will receive compensation of \$500/day based on the following:

- *Read and prepare for the meeting in advance of the scheduled meeting date. This will include but is not limited to the panelist preparing written comments about each part of the Section she/he is asked to review and providing a suggested numerical score for each part of the Section.

- *Attending at least one full day (8:30 am-4 pm) and fully participate in the discussion regarding each grant application discussed during that day.

- *Turning in the templates with the written commentary and suggested numerical scores for each grant application at the conclusion of each day's meeting.

- *Be able to serve without interruption during the full day of active participation.

- *The compensation will be inclusive and will not include any additional compensation for lodging, parking or transportation or any other personal needs.

How to Apply

Individuals interested in serving as a Panelist are asked to fill out and submit the enclosed application.

Deadline

The deadline date to apply as a Panelist is January 15, 2007. Individuals will be notified as to whether they are selected on the panel by March 15, 2007.

Release of Name

The names of the individuals selected to participate as panelists will be released to the public and posted on the CCHE website. However, comments and suggestions made during the Panel Discussion will remain confidential until the selection process by the CCHE Board has been completed.

For more Information

For more information, please contact CCHE, 900 N Street, #380, Sacramento, CA 95814. Tel: (916) 651-8223. Email: endowment@library.ca.gov.

Application To Serve as a Panelist

(General information)

Name: _____

Organization/Affiliation: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail: _____

Cellular Phone: _____

(Previous experience)

1. Have you ever participated in a panel review to discuss grant applications before? Yes: ☐ No: ☐

2. If so, please indicate what type of panel and when this grant review took place.

3. Have you previously reviewed grant applications for funding from a government agency? Yes: ☐ No: ☐

4. If so, please specify the role you were asked to play.

(Conflict of interest)

A conflict of interest, for purposes of this grant review process, may exist when an individual has an institutional connection with an organization or public agency that has submitted a CCHE Grant Application that you are asked to review, or is being submitted for funding consideration in another category of funding. An institutional connection can mean:

- A. Being on a board or governing body of the organization or public Agency.
- B. Being an advisory member or advisor of an organization or public agency.
- C. Being an employee of or consultant to an organization or public agency.
- D. Being a grant writer for an organization or public agency, or helping in creating a grant application for this round of CCHE grants in any way, including reviewing, editing, or contributing to a grant application.
- E. Having an immediate relative who works for the organization.
(This includes a spouse, partner, parents and/or children.)
- F. Receiving a pecuniary gain from the organization within the last 12 months.
- G. Being a former employee, board member, governing body member, advisor, and consultant within the past two years of the CCHE Grant Application being submitted.
- H. Having a financial interest in the organization.
- I. Having an expectation that you may receive a financial benefit from any grant application in this grant cycle. There may be other instances where a conflict of interest will apply that are not covered in the above list of areas.

If you believe that there may be some or ANY potential conflict, let us know so that we can protect the integrity of the review process, and there is a possibility that you will not be able to participate in the panel review process.

In some instances, we will need to review the specific facts of your situation to determine whether a conflict of interest exists. We are very interested in maintaining a program that can assure grant applicants that a fair and equitable review process is provided and that applications will be evaluated based only on the information provided and by disinterested reviewers.

Further, having a grant review process that is free of conflict of interest is very important to CCHE. The screening criteria listed is stricter than the generally applicable legal restrictions on conflicts of interest to protect the fairness and objectivity of the selection process. However, violation of the conflict of interest laws could also exist and could jeopardize the grant program and have legal consequences for the reviewer as well.

1. Based on the information stated above regarding a conflict of interest, do you believe that any type of real or potential conflict of interest may exist if you were to serve as a panelist? Yes: ☐ No: ☐

2. If so, please specify:

(Information for Location/Type of Application)

1. Please list the nonprofit public benefit corporations/agencies you are currently involved with and what your capacity is with these organizations/agencies:

2. List the area(s) of expertise or experience of California history, culture or architecture that you are most familiar with. You can specify a period of years, era, geographical location or ethnic community.

3. List the area of geographical preference of where you would like to participate on the review panel. Please specify in order of preference.

*Los Angeles	_____
*Sacramento	_____
*San Francisco	_____

Certification

I certify the following:

1. That the information contained in this application has been carefully reviewed for its content and accuracy and I believe it to be true and correct to the best of my ability.
2. That I understand that my name will be released on the CCHE website as an individual who will serve on the panel discussion.
3. That I will fully participate in the panel discussion I will be participating in by preparing in advance of the meeting and being an active participant during the discussion.

Signature: _____

Print Name: _____

Title: _____

Organization: _____

Date: _____

Please send this form and a copy of your most recent resume to CCHE. The address is 900 N Street, Suite 380, Sacramento, CA 95814.